

2012 Defense Continuity Crisis Management, Training, & Exercise Continuity Division Training Schedule

2012 Happy New Year!!!

January 10-11: FEMA 551 Devolution Planning Workshop T-t-T

Description:

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. This workshop is designed to provide participants with hands-on experience necessary to develop a department or agency devolution plan as part of their overall COOP program. Topics include conditions under which devolution would be appropriate, identifying special considerations for devolution planning, and how to develop a devolution plan.

February 7-9: FEMA 548 COOP Manager's T-t-T

Description:

This course is designed to acquaint experienced COOP practitioners and instructors with the Continuity of Operations (COOP) Managers course materials. The objectives include defining COOP, explaining the benefits of a viable COOP program and plan, identifying elements of a viable COOP program, identifying processes, resources, and tasks necessary to implement and manage a successful COOP program. The course will also refresh experienced instructors on instructional methodology and techniques.

****NOTE: 548 is now offered online. If no more than 12 commit to attend this workshop we will cancel. Decision date will be no later than 23 January 2012.**

March 13-15: FEMA 550 Continuity Planner's Workshop T-t-T

Description:

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. COOP plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course is designed to provide the skills and knowledge to improve the overall quality and workability of COOP plans.

April 10: DoD Continuity Program Manager's Workshop

Description:

This course will provide the DoD Continuity Program manager guidance in the development of a strong continuity program. It will identify mandatory DoD requirements, outline a practical way to develop and manage a successful continuity program, and learn from others (best practices). Upon completion, attendees will gain

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the understanding of how to develop and manage a successful continuity program within DoD.

April 13: Vital Records Management

Description:

This workshop will be a review of records management requirements as well as identifying vital records. We will go over the requirements spelled out in the Federal Code of Regulations, National Archives, FEMA, and Department of Defense. End goal is to come away with a greater understanding of vital records and how to incorporate in to your continuity plan.

April 16 & 20: Pre-NLE 2012 - Reconstitution / Devolution Workshop

Description:

These will be one-day workshops to familiarize participants with the basics of Devolution and Reconstitution in preparation for the NLE currently scheduled for June 2012.

May 8-10: FEMA 550 Continuity Planner's Workshop T-t-T

Description:

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. COOP plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course is designed to provide the skills and knowledge to improve the overall quality and workability of COOP plans.

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Course details:

- Seating will be limited to the first 20-30 registered participants (room size dictates)
- All courses/workshops are held at the Pentagon Library Conference Center
- Bring pens and highlighters as needed, your COOP plan, or parts of your plan (succession, devolution, vital records, etc.) if possible
- All discussion will be kept at the UNCLASS level

****NOTE:** All rooms are subject to change, please contact any of us or watch the SharePoint calendar for details.

Contact any of the following for details:

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If you are interested in pursuing the Emergency Management Institute's Continuity Excellence Series (Professional & Master Continuity Practitioner Programs, Levels 1 & II), see the link below for further details.

<http://www.fema.gov/about/org/hcp/coop/training.shtm#8>